

MPC (DMO) 600-3/2/41

13 October 2020

Hikmata Business Advisory

B3-11-02, Gaya Commercial and Residence
Pusat Bandar Taman Melawati
53100 Kuala Lumpur

Dear Sir,

**APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN)
PROJECT: DEVELOPMENT OF NEW NORM INBOUND TOURISM BOOTCAMP (ITB)
MODULE**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as industry expert in for Tourism Productivity Nexus (TPN) project as detailed below:

Programme	Development of New Norm Inbound Tourism Bootcamp (ITB) Module
Timeline	15 October – 15 November 2020
Payment Terms	RM 2,000 per man-day x 3 man-day
Scope of Work	Refer to Terms of Reference (Refer to Appendix 1)

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form (Appendix 2).

3. Any inquiries may be directed to Ms. Nik Nazarina Nek Mohamed at 017-3477669 / nazarina@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(SUHAIMI HAMAD)
for Director General
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)
APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN)
PROJECT: NATURE TOURISM PRODUCT IN LENGGONG - NATURE'S JEWEL

1.0. Purpose of the Assignment

The purpose of this assignment is to appoint an industry expert for Tourism Productivity Nexus (TPN) project – Nature Tourism Product in Lenggong: Nature’s Jewel, aims to develop nature tourism products with focus on Lenggong with emphasis on revenue generation, sustainability practices and community-based tourism.

2.0. Timeline & Implementation Plan

The timeline given covers the preparatory, during and post work for Nature Tourism Product in Lenggong, starting from 28 September – 27 November 2020.

No.	Implementation Plan	Week 1-2	Week 3-4	Week 5-6	Week 7-8
2.1	Identify potential tourism players in Lenggong: i. High, medium and low potential ii. 50 players for MaTEx certification programme	✓			
2.2	Develop new and unique tour packages with readily available tourism products in Lenggong		✓		
2.3	Submission of recce session report		✓		
2.4	Provide guidance / training / advisory services to potential tourism players / products in Lenggong: i. digital platform marketing ii. virtual experience		✓	✓	
2.5	Conduct Inbound Tourism Bootcamp (ITB) in Lenggong			✓	
2.6	Submission of ITB report				✓

3.0. Scope of Work

3.1. Relevant Meetings and Discussions

- 3.1.1. Attend relevant meetings and discussions related to the subject matter; and
- 3.1.2. Research relevant materials related to the subject matter for meetings and discussions.

3.2. Main task of industry experts is as follow but not limited to:

- 3.2.1. Develop new norm inbound tourism bootcamp (ITB) module;

4.0. Document Formatting

- 4.1. Any written document must be written in English Language with Arial font, sized

12 and 1.5 spacing; and

4.2. Finalised format of any document must be done in consultation with Tourism Productivity Nexus (TPN).

5.0. Payment Terms

5.1. An industry expert will be paid RM2,000 per man-day for 5 days; and

No.	Tasks	Output	Man-day(s)
5.1.1	Develop new norm inbound tourism bootcamp (ITB) module	ITB New Norm Module	3

5.2. The payment includes other relevant costs incurred in performing the tasks as stipulated in the 3.0, including ground transportation and out-of-pocket.

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor

(Attention: Nik Nazarina Nek Mohamed,
Email: nazarina@mpc.gov.my / hafizah@mpc.gov.my)

**APPOINTMENT AS INDUSTRY EXPERT FOR TOURISM PRODUCTIVITY NEXUS (TPN)
PROJECT: DEVELOPMENT OF NEW NORM INBOUND TOURISM BOOTCAMP (ITB)
MODULE**

With regard to the above matter, I hereby accept the above appointment and its terms of reference, as offered by Malaysia Productivity Corporation (MPC).

Name	
Designation	
Bank Name	
Account Number	
Email Address	
Mobile Number	

Thank you.

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Name:

Date: